



SANDY SPRINGS  
GEORGIA

# FILM PRODUCTION SPECIAL EVENT PERMIT APPLICATION

## CITY OF SANDY SPRINGS

Project/Production Title: \_\_\_\_\_

Production Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Location/Site Manager: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Location/Site Assistant Manager: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Project:

- \_\_\_\_\_ Commercial Motion Picture
- \_\_\_\_\_ Corporate Video
- \_\_\_\_\_ Documentary
- \_\_\_\_\_ Feature Film
- \_\_\_\_\_ Music Video
- \_\_\_\_\_ Photography
- \_\_\_\_\_ TV Commercial
- \_\_\_\_\_ TV Series
- \_\_\_\_\_ TV Program
- \_\_\_\_\_ TV Movie
- \_\_\_\_\_ Student Project
- \_\_\_\_\_ Other: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

Location(s) of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Commercial Location \_\_\_\_\_ Residential Location \_\_\_\_\_ City Park \_\_\_\_\_ Other

\_\_\_\_\_



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**Please note:** If your Film Project occurs at a residential location and contains any of the 4 listed items below, a meeting with the City of Sandy Springs Special Event Committee is required a minimum of one week in advance before your application can be accepted and processed.

- 1) Film Prep, Filming, and Clean up in total that last 3 or more days
- 2) Outdoor Filming
- 3) Full and/or Partial Lane and Street Closures
- 4) Requested Variances to any City of Sandy Springs Ordinance

Contact Name to schedule the meeting: \_\_\_\_\_

Phone Number \_\_\_\_\_

Email: \_\_\_\_\_

Names of Attendees to attend the meeting \_\_\_\_\_

\_\_\_\_\_

List any Removal of Vegetation or Building Modifications that could remain permanent after completion of the project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Tents: \_\_\_\_\_ Square Footage of Each Tent: \_\_\_\_\_

List Tent Locations: \_\_\_\_\_

Will Portable Restrooms (Porta Potties) be utilized?    \_\_\_ Yes    \_\_\_ No

If yes, please list placement and locations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**FILM PREP:**

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Hours: From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Hours: From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Hours: From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

Describe preparation activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FILMING:**

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Hours: From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Hours: From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Hours: From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

Describe filming activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**CLEAN-UP/CLOSE OUT:**

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Hours: From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Hours: From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Hours: From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

Describe clean-up/close out activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Number of Vehicles:**

\_\_\_\_\_ Production Cars

\_\_\_\_\_ Trucks

\_\_\_\_\_ Generators

\_\_\_\_\_ Buses

\_\_\_\_\_ Catering Vehicles

\_\_\_\_\_ Crew Cars

\_\_\_\_\_ Trailers

\_\_\_\_\_ Tow Cars

\_\_\_\_\_ Vans

\_\_\_\_\_ Campers

\_\_\_\_\_ Shuttle Vans

\_\_\_\_\_ Extras' Cars

**Date(s)**

From: \_\_\_\_\_ To: \_\_\_\_\_

Total: \_\_\_\_\_

List Parking Location(s) or Base Camp: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**\*\* Please Note:** The following three items must be provided when applicable:

- 1) Site Plan – Showing Production Location and Base Camp
- 2) Proof of Permission from Property Owner for use of the Production Location and Base Camp
- 3) Notification of Neighbors and Businesses affected by Production Location

Number of Personnel:

\_\_\_\_\_ Crew \_\_\_\_\_ Cast \_\_\_\_\_ Models \_\_\_\_\_ Extras

Total: \_\_\_\_\_

Uses: (Please check applicable)

- \_\_\_\_\_ Street Closure
- \_\_\_\_\_ Lane Closure
- \_\_\_\_\_ Camera on Street
- \_\_\_\_\_ Camera on Curb
- \_\_\_\_\_ Camera on Sidewalk
- \_\_\_\_\_ Drive Shots of Car
- \_\_\_\_\_ Drive with Flow of Traffic
- \_\_\_\_\_ Tow Shots
- \_\_\_\_\_ Smoke/Fire/Other Pyro
- \_\_\_\_\_ Other: \_\_\_\_\_

If any of the above are checked, please give a detailed description, including dates and times:

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Services Required: (Please check applicable)

- City Police\*\*
- City Parks
- Fire Department
- Sanitation
- Transportation
- Other: \_\_\_\_\_

\*\*City of Sandy Springs Police shall be utilized if available

If any of the above are checked, please give a detailed description: \_\_\_\_\_

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Elements and Special Effects or Stunts: (Please check applicable)

- Generator(s)
- Special Lighting/Lighting Cranes
- Music Playback
- Smoke/Fire/Pyro
- Vehicles
- Simulated Weapons Used
- Falling/Jumping from Height
- Animals
- Other: \_\_\_\_\_

If any of the above are checked, please give a detailed description: \_\_\_\_\_

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Please list any Special Requests not already covered: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*Please Note:** The City reserves the right to deny any Film Production Special Event that is not within the best interests of the City and its Residents.

**Hold Harmless Agreement**

The applicant agrees to indemnify the City of Sandy Springs and to be solely and absolutely liable upon any and all claims, suits and judgments against the City and/or the applicant for personal injuries and property damages arising out of or occurring during the activities of the applicant, his (its) employees or otherwise. The applicant further agrees to comply with all pertinent provisions of Georgia laws, rules and regulations. This permit may be revoked at any time.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

**Insurance:** The production company must provide a certificate of insurance naming the City of Sandy Springs as an additional insured. The City requires an insurance policy rider for general liability and worker’s compensation for \$1,000,000 each occurrence and aggregate with endorsement naming the City of Sandy Springs as additional insured.

**Permit Fee: \$100.00 per day**  
**\$500.00 Sanitation Bond required if filming occurs in a City Owned Park or Facility**  
For additional information, contact the Revenue Department at 770-730-5600